

ADMINISTRATIVE - INTERNAL USE ONLY

OTR-0090

MEMORANDUM FOR: Deputy Director for Administration

FROM : Director of Training

SUBJECT : Orientation for Spouses of New Employees

REFERENCE : Memo for DDA, fm Administration Advisory Group, 18 Sept 74, same subj.

1. Action Requested: The reference suggests that you consider setting up an orientation program for spouses of new CIA employees. I believe the proposal has merit and recommend that you give approval for OTR to conduct several pilot runnings. We would thus gain experience for determining whether such an orientation program should become a part of the regular OTR curriculum.

2. Background: The reference summarizes the reasons in favor of such a program and requires no further elaboration.

3. Staff Position: In addition to the points made in the reference, there are a number of factors which should be kept in mind as we move into such a program. While I think that a general requirement for it certainly exists in the Agency, a realistic estimate of the number of spouses who would both be interested and able to attend such a program--given such complications as working wives, babysitters and transportation--is an unknown. Probably only experience will provide the answer. I also expect that a course of this type will be fraught with administrative difficulties. We would enroll prospective attendees by having the spouse in Agency employment submit a request through regular training officer channels. After enrollment, instructions, the schedule, and directions to the building would be sent by OTR to the Agency employee. Under these circumstances, the no-show or dropout rate would probably be fairly significant.

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Administrative arrangements will also require a special roster and sign-in on the second floor of the Chamber of Commerce Building. So, all taken, there will be a heavier administrative load in such a program than in a comparable course for Agency employees.

4. I would envisage conducting the course initially for two days using only OTR personnel as lecturers and existing films and training aids. In subsequent runnings, the time could be adjusted if experience so indicated. We would run the program in the Chamber of Commerce Building and initially hold enrollment to between 40 and 50. I also agree that the orientation be for spouses of "new employees," defining this as someone who has been in the Agency for a year or less. For the initial two runnings, we would give proper publicity through an all-hands training bulletin. Looking at our schedule of courses and assignments of personnel through the balance of this fiscal year, I would propose that the Intelligence Institute conduct one such orientation course in March and another in May.

5. Recommendation: I recommend that you approve two trial runnings of an orientation course for the spouses of new Agency employees, as proposed in the reference and discussed above, with additional regular runnings subject to an evaluation of our experience with the two pilot runnings.


Alfonso Rodriguez
Director of Training

STATINTL


APPROVED: _____

DISAPPROVED: _____

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